

## **725 KAR 1:040. Collection and distribution of reports and publications.**

RELATES TO: KRS 171.500

STATUTORY AUTHORITY: KRS 171.450

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.450 requires the department to establish procedures for collection and distribution by the central depository of all reports and publications issued by any department, board, commission, officer or other agency of the commonwealth for general public distribution. This administrative regulation establishes collection and distribution procedures for reports and publications.

Section 1. Definitions. (1) "Department" is defined in KRS 171.410(2).

(2) "Division" is Public Records Division in the Department for Libraries and Archives.

(3) "Nonstate publication" means a brochure, public agency press release, internal procedure manual, internal newsletter, inter- and intraoffice correspondence and memorandum, and material designated by law as confidential.

(4) "Publication number" means a unique identifier assigned to state publications in the department's collection.

(5) "Records officer" is the public agency employee who represents his unit of government in its relations with the division, as defined in 725 KAR 1:010.

(6) "State publication" means a publication in any format that is produced by the authority of, or at the total or partial expense of, a state agency, is required to be distributed under law by the agency, is publicly distributed outside the agency, or is displayed on a public agency Web site or made available electronically by any other means.

Section 2. (1) The records officer of each agency or department of state government shall be responsible for depositing with the Department for Libraries and Archives, Public Records Division, three (3) copies of each report and publication issued on paper by that agency for general public distribution. Publications shall be forwarded to the division on the date of issue.

(2) The records officer of each agency shall be responsible for depositing with the division one (1) copy of each state publication held in electronic format or issued for general public distribution on the agency's Web site. Publications shall be forwarded to the division on the date of issue. Agencies shall forward electronic publications to the division in Adobe Portable Document Format (PDF), as attachments to an email message, or as documents on a disc. Agencies shall follow the guidelines contained in "Enterprise Standards: 2000 Software Domain Category: 2330 Electronic Documents: NonAlterable."

Section 3. (1) Each agency shall notify the division in writing of the name of its records officer, as the agency employee who represents his unit of government in its relations with the division, within thirty (30) days after the effective date of this administrative regulation and upon any change of that personnel thereafter. The records officer shall furnish the division in writing with a complete list of the agency's current state publications in all formats, annually, at the end of each fiscal year, and upon request.

(2) If a records officer is unsure whether particular published material constitutes a state publication, the records officer may consult the division's coordinator of state publications.

Section 4. (1) Once submitted, state publications in all formats shall be reviewed for addition to the State Publications Collection at the department. Nonstate publications or paper copies in excess of the required three (3) shall be discarded.

(2) Once added to the State Publications Collection, publications shall be assigned a publica-

tion number and listed on the department's Web site for general public access.

Section 5. Incorporation by Reference. (1) "Enterprise Standards: 2000 Software Domain Category: 2330 Electronic Documents: Non Alterable" is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (2 Ky.R. 536; eff. 6-2-76; Am. 31 Ky.R. 1200; 1408; eff. 3-3-2005.)